

How to Request a Payment Agreement

Follow this step-by-step guide to learn how to submit an online payment agreement via MyTax.DC.gov.



 Can't find what you're looking for? Enter keywords here to filter.



Business

I want to...

- > Register a New Business - Form FR-500
- > Register a Special Event - Form FR-500B
- > Request a Certificate of Clean Hands



Individual

I want to...

- > Check the Status of My Refund
- > Learn More About DC Freefile/Fillable Forms
- > Respond to Verification Letter
- > View Tax Forms



Real Property

I want to...

- > Make a Real Property Payment
- > Search Real Property by Address or SSL
- > View More Options



Tax Law and Guidance

I want to...

- > View Private Letter Rulings
- > View DC Tax Code
- > View Tax Guidance Issued by OTR
- > View Notices



Taxpayer Advocate

I want to...

- > View Taxpayer Bill of Rights
- > Request Assistance
- > En Español



More...

I want to...

- > File Form FR-329 - Consumer Use Tax Return
- > Request Government Exemption
- > Request Residential Parking Exemption
- > Search for Certificate/License Exemptions

MyTax.DC.gov User Guide: How to Request a Payment Agreement

1. From the MyTax.DC.gov homepage, log in using your Username and Password.
2. From your homepage, locate the **More** button and click.

BUSINESS TEST

00000-91110
1001 4TH ST SW
WASHINGTON DC 20024-4517

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Filter



Alcoholic Beverage

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[Action Center Items](#) ²

Account

430-000120328

Balance

(\$1,000.00)

- > [Make a Payment](#)
- > [Returns](#)
- > [View Other Options...](#)

Ballpark Fee

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1001 4TH ST SW
WASHINGTON DC 20024-4517

Account

280-000080546

Balance

\$0.00

- > [Make a Payment](#)
- > [Returns](#)
- > [View Other Options...](#)

Cable TV, Satellite, Video or Radio Distribution Tax

BUSINESS TEST
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[Action Center Items](#) ²

Account

414-000136113

Balance

\$0.00

- > [Make a Payment](#)
- > [Returns](#)
- > [View Other Options...](#)

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Welcome, tester

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What are you looking for?

<h3>Submissions</h3> <p>Retrieve previously filed returns and requests.</p> <ul style="list-style-type: none">Search Submissions	<h3>Messages & Letters</h3> <p>View messages and letters I have received.</p> <ul style="list-style-type: none">Send a MessageView MessagesView Letters	<h3>Payments & Returns</h3> <p>Manage payments and returns for my accounts.</p> <ul style="list-style-type: none">File or Amend Tax ReturnsManage PaymentsRequest for Exemption To File (FR-164)
<h3>Payment Agreement</h3> <p>Request or manage a payment agreement.</p> <ul style="list-style-type: none">Request Payment AgreementRequest Garnishment VoucherUpdate Payment Agreement Bank	<h3>Registration Details</h3> <p>Manage registration details.</p> <ul style="list-style-type: none">Manage Names & AddressesUpdate NAICS CodeAdd/Update OfficerAdd/Update Contact	<h3>Account Management</h3> <p>Manage my account.</p> <ul style="list-style-type: none">Register a New Tax AccountRequest a Certificate of Clean HandsSubmit QHTC Self-CertificationManage a Special Event
<h3>Bulk Processing</h3> <p>Submit tax forms in bulk for other taxpayers.</p> <ul style="list-style-type: none">Request Access to Bulk Filing	<h3>Access</h3> <p>Manage access of accounts I have access to.</p> <ul style="list-style-type: none">View AccessManage AccessRegister for DC Estate Tax Access	<h3>Quick Links</h3> <p>I want to...</p> <ul style="list-style-type: none">View FAQsView Tutorials

3

3a

3. Locate **Payment Agreement** Section.
 - a. Click on **Request Payment Agreement** hyperlink.

Online Payment Agreement for Individuals and Businesses

Online Payment Agreement

4

Online Payment Agreement

If you are financially unable to pay your District of Columbia tax debt immediately, you may use the Office of Tax and Revenue's (OTR) Online Payment Agreement application to request a payment agreement.

Eligibility

You may be eligible to use the online application to apply for an online payment agreement with the OTR if you meet the following requirements:

- Pay the full amount of the tax liability within three years. The online payment agreement term cannot exceed 36 months.
- Filed all required tax returns not included in this online payment agreement.
- Have not had previous online payment agreements canceled.
- Business debt does not exceed \$50,000.

You are **NOT** eligible if:

- Your tax debt has been assigned to a collection agency, or in settlement or offer in compromise stage with OTR.
- Your tax debt has an active garnishment or is in an active bankruptcy.
- You have a linked liability such as an officer assessment.

If you need technical assistance using this portal, please contact OTR's e-Services Unit at (202) 759-1946. For questions or assistance on setting up an online payment agreement, please contact OTR's Collections Division at (202) 724-5045.

Payment Method

Online payment agreements require payment using ACH debit. A direct payment processed as an ACH debit pulls funds from a checking or savings account. ACH debit transactions settle in 1 business day. Payments will be withdrawn from your bank account on the installment due date per your online agreement. After each installment, we will send you a notice detailing the remaining period for the next installment withdraw.

Cancel

4a

Next >

4. The **Online Payment Agreement** page provides eligibility criteria to apply for an online payment agreement, as well as the **Payment Method** required to participate.
 - a. After you've carefully read over this information, click **Next**.

Online Payment Agreement for Individuals and Businesses

BUSINESS TEST
00000-91110

Online Payment Agreement for Individuals and Businesses

Online Payment Agreement Terms and Conditions

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Terms and Conditions

By completing and submitting this agreement, you (the taxpayer or your designee) agree to the following terms:

- This agreement will remain in effect until your liabilities (including penalties and interest) are paid in full, the statutory period for collection has expired, or the agreement is terminated. You will receive a notice from OTR prior to termination of your agreement.
- The OTR will re-evaluate this agreement periodically and you (the taxpayer) will provide any requested financial information. The OTR may cancel this agreement if you (the taxpayer or your designee) do not provide the information timely.
- The OTR may change or cancel this agreement if collection is determined to be in jeopardy or information shows that your ability to pay has changed significantly.
- I, (the taxpayer or your designees) agree to the extension of the statute of limitations for collection until the final payment of my tax is paid.
- I, (the taxpayer or designee) agree that this agreement is not inclusive of any unknown liability incurred either before or after the date of this agreement (e.g., audit deficiency, defective check, etc.) The discovery of any unknown liability may be cause for the cancellation of this agreement and the immediate collection of all monies due or the establishment of a new agreement.
- While this agreement is in effect, you (the taxpayer or your designee) agree to file all DC tax returns timely and pay any DC taxes you owe on time.
- The OTR will apply your DC tax refunds or overpayments (if any) to the entire amount you owe, until it is fully paid or the statutory period for collection has expired.
- The OTR will apply the payment to the oldest collection statute, which is normally the oldest tax year or period.
- If you do not make monthly installment payments as agreed, your payment plan will be cancelled.
- You must provide your bank routing number and checking or savings account number to initiate the automated withdrawal of the payment.

If you fail to maintain the terms of this agreement, the OTR will:

- Cancel the agreement and file a tax lien.
- Collect the entire amount owed by levy of income, bank accounts or other assets, or by seizing and selling your property.

5a

Agree to Terms and Conditions *

5b

Cancel

< Previous

Next >

5. Please read the **Terms and Conditions** of the payment agreement.
 - a. Check the box to **Agree to Terms and Conditions**.
 - b. Click **Next**.

Online Payment Agreement for Individuals and Businesses

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6

Online Payment Agreement for Individuals and Businesses



Liability Due

The following liabilities will be included in this payment agreement:

Account Type	Account Id	Filing Period	Balance
Sales & Use Tax	350-000055010	31-Dec-2018	\$8,743.12
Sales & Use Tax	350-000055010	31-Dec-2019	\$15,826.43
			\$24,569.55

6a

Cancel

< Previous

Next >

6. The **Liability Due** page will display a list of your tax liabilities that will be included in your payment agreement.

a. Click **Next**.

7

Online Payment Agreement for Individuals and Businesses



Calculate a Plan

Total Amount To Be Included In This Online Payment Agreement \$24,569.55

7a

Step 1. What day do you want the online payment agreement to start?

01-Dec-2020 15-Dec-2020

* Monthly payments will occur on this day.

To qualify online for this payment agreement, your monthly payments cannot be less than

\$809.91

If you are not able to meet this requirement, please call our Collections Division at (202) 724-5045.

7b

Step 2. How should we calculate each of your payments?

By this number of months 6 month By this amount per month \$0.00

7c

Step 3. Calculate the online payment agreement

Calculate

7d

Step 4. Select an online payment agreement

* Repeat steps 1-3 to calculate another plan. Select a plan to compare the interest savings.

Select	First Payment Due	Number of Installments	Installment Amount	Forecasted Interest	Plan Total	Interest Savings
<input type="radio"/>	01-Dec-2020	6	\$4,301.85	\$827.83	\$25,397.38	\$1,976.25
<input checked="" type="radio"/>	01-Dec-2020	24	\$1,158.04	\$2,804.08	\$27,373.63	\$0.00

7e

Cancel

< Previous

Next >

7. **Calculate a Plan** to determine which payment agreement would be best for you.

a. **Step 1:** You have the option to start your payment agreement on the 1st or the 15th of the month.

b. **Step 2:** You can calculate your payments by the number of months or by the amount per month you would like to pay. **NOTE:** If you choose to pay **by the number of months**, your payment agreement cannot exceed 24 months. Additionally, if you choose to pay **by the amount per month**, the minimum payment required will be displayed to the right inside the blue rectangle.

c. **Step 3:** Click **Calculate** the payment agreement.

d. **Step 4:** Select a payment agreement. You can calculate additional plans to see the savings you might have with either fewer months or a higher amount paid per month.

e. Click **Next**.

8

Online Payment Agreement for Individuals and Businesses

Online Payment Agreement Terms and Conditions Liability Due Calculate a Plan Schedule

Schedule

Your online payment agreement details are as follows:

Installment	Due Date	Beginning Balance	Amount Due	Forecasted Interest	Ending Balance
1	01-Dec-2020	\$24,983.26	\$4,301.85	\$212.92	\$20,894.33
2	01-Jan-2021	\$20,894.33	\$4,301.85	\$191.26	\$16,783.74
3	01-Feb-2021	\$16,783.74	\$4,301.85	\$163.18	\$12,645.07
4	01-Mar-2021	\$12,645.07	\$4,301.85	\$124.77	\$8,467.99
5	01-Apr-2021	\$8,467.99	\$4,301.85	\$80.55	\$4,246.69
6	01-May-2021	\$4,246.69	\$4,301.84	\$55.15	\$0.00

Cancel < Previous **Next** >

8a

8. The **Schedule** page shows your payment agreement details.
a. Click **Next**.

9

Online Payment Agreement for Individuals and Businesses

Payment Agreement Terms and Conditions Liability Due Calculate a Plan Schedule Bank Account

Select a Bank Account

If you have questions regarding this automatic withdrawal, please contact the Collections Division at (202) 724-5045.

Select	Bank	Account Type
<input type="radio"/>	CITIBANK NA - *3456	Checking
<input checked="" type="radio"/>	Add new bank account	

Bank Account Details

Account Type * *Required*

Routing Number * *Required*

Account Number * *Required*

Confirm Account Number * *Required*

Cancel < Previous **Next** >

9a

9a

9. The **Bank Account** page is where you will save your bank account information for automatic withdrawal of your funds for your payment agreement.

a. Add your **bank account** information, select checking or savings under **Account Type**, enter your bank's **Routing** and **Account Numbers**, and **Confirm Account Number**. **Note:** If you already have a bank account associated with your MyTax.DC.gov registration you may use that account.

b. Click **Next**.

10

Online Payment Agreement for Individuals and Businesses

Conditions Liability Due Calculate a Plan Schedule Bank Account **Review**

Tax Liability

Selected Tax Liability:

Business - BUSINESS TEST Current Balance \$24,569.55

Payment Agreement Detail

Selected Payment Agreement: [Change]

First Payment Due	Number of Installments	Installment Amount	Forecasted Interest	Plan Total
01-Dec-2020	6	\$4,301.85	\$827.83	\$25,397.38

Bank Account

Selected Bank: [Change]

Bank: CITIBANK NA

Account Type: Checking

Routing Number: 091409717

Account Number: **3456

By clicking Submit, you agree to the terms and conditions of the District of Columbia Office of Tax and Revenue. If you would like to change or cancel your payment agreement after submission, please contact the Collections Division at (202) 724-5045.

Cancel < Previous **Submit**

10a

10. The Review page displays your **Tax Liability**, **Plan Detail**, and **Bank Account** information. Please review this section to make sure everything is correct. **NOTE:** Once, you submit your agreement, you cannot change or cancel online. If you need to change or cancel your agreement, you must contact the Collections Division at (202) 724-5045.

a. Click **Submit**.

11

Online Payment Agreement for Individuals and Businesses

Conditions Liability Due Calculate a Plan Schedule Bank Account Review

Tax Liability

Selected Tax Liability:
Business - BUSINESS TEST Current Balance \$24,569.55

Payment Agreement Detail

Selected Payment Agreement: [Change]

First Payment Due	Number of Installments	Installment Amount	Forecasted Interest	Plan Total
01-Dec-2020	6	\$4,301.85	\$827.83	\$25,397.38

Payment Agreement Detail

Selected Payment Agreement: [Change]

First Payment Due	Number of Installments	Installment Amount	Forecasted Interest	Plan Total
01-Dec-2020	6	\$4,301.85	\$827.83	\$25,397.38

Bank Account

Selected Bank: [Change]

Bank
Account Type
Routing Number
Account Number

Confirmation

Enter your password to confirm your submission.

Password ^{*}
Required

Cancel **OK**

By clicking Submit, you agree to the terms and conditions of the District of Columbia Office of Tax and Revenue. If you would like to change or cancel your payment agreement after submission, please contact the Collections Division at (202) 724-5045.

Cancel < Previous **Submit**

11a

11b

- 11. The **“Confirmation”** window will populate.
 - a. Enter your MyTax.DC.gov password, which will act as your electronic signature. Click **OK**.
 - b. Click **“Submit”**

Note: If your pop-up window doesn't window doesn't display, please check your settings.

Confirmation

Your online payment agreement request with the District of Columbia Office of Tax and Revenue has been submitted. Your confirmation number is 0-000-059-250.

Printable View

OK

12

12. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.

MyTax.DC.gov User Guide

If you are Eligible to Request an Online Payment Agreement



Can't find what you're looking for? Enter keywords here to filter.

 <h3>Business</h3> <p>I want to...</p> <ul style="list-style-type: none">> Register a New Business - Form FR-500> Register a Special Event - Form FR-500B> Request a Certificate of Clean Hands	 <h3>Individual</h3> <p>I want to...</p> <ul style="list-style-type: none">> Check the Status of My Refund> Learn More About DC Freefile/Fillable Forms> Respond to Verification Letter> View Tax Forms	 <h3>Real Property</h3> <p>I want to...</p> <ul style="list-style-type: none">> Make a Real Property Payment> Search Real Property by Address or SSL> View More Options
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1. From the MyTax.DC.gov homepage, log in using your **Username** and **Password**.

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2

Filter

X

Alcoholic Beverage

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[Action Center Items](#)

Account

430-000120328

Balance

(\$1,000.00)

- > [Make a Payment](#)
- > [Returns](#)
- > [View Other Options...](#)

Ballpark Fee

BUSINESS TEST
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WASHINGTON DC 20024-4517

Account

280-000080546

Balance

\$0.00

- > [Make a Payment](#)
- > [Returns](#)
- > [View Other Options...](#)

**Cable TV, Satellite, Video or Radio
Distribution Tax**

BUSINESS TEST
1001 4TH ST SW
WASHINGTON DC 20024-4517
[Action Center Items](#)

Account

414-000136113

Balance

\$0.00

- > [Make a Payment](#)
- > [Returns](#)
- > [View Other Options...](#)

2. From your homepage, locate the **More** button and click.

User Guide: How to Request a Payment Agreement

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What are you looking for?

<p>Submissions</p> <p>Retrieve previously filed returns and requests.</p> <p>> Search Submissions</p>	<p>Messages & Letters</p> <p>View messages and letters I have received.</p> <p>> Send a Message</p> <p>> View Messages</p> <p>> View Letters</p>	<p>Payments & Returns</p> <p>Manage payments and returns for my accounts.</p> <p>> File or Amend Tax Returns</p> <p>> Manage Payments</p> <p>> Request for Exemption To File (FR-154)</p>
<p>Payment Agreement</p> <p>Request or manage a payment agreement.</p> <p>> Request Payment Agreement</p> <p>> Request Commitment Pledge</p> <p>> Update Payment Agreement Bank</p>	<p>Registration Details</p> <p>Manage registration details.</p> <p>> Manage Names & Addresses</p> <p>> Update NAICS Code</p> <p>> Add/Update Officer</p> <p>> Add/Update Contact</p>	<p>Account Management</p> <p>Manage my account.</p> <p>> Register a New Tax Account</p> <p>> Request a Certificate of Clean Hands</p> <p>> Submit QHTC Self-Certification</p> <p>> Manage a Special Event</p>

3

3. Under the **Payment Agreement** header, click **Request Payment Agreement**.

Online Payment Agreement for Individuals and Businesses

4

Online Payment Agreement

Online Payment Agreement

If you are financially unable to pay your District of Columbia tax debt immediately, you may use the Office of Tax and Revenue's (OTR) Online Payment Agreement application to request a payment agreement.

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4a

Cancel

< Previous **Next** >

4. The **Online Payment Agreement** page provides eligibility criteria to apply for an online payment agreement, as well as the **Payment Method** required to participate.
 - a. After you've carefully read over this information, click **Next**

Online Payment Agreement for
Individuals and Businesses

BUSINESS TEST
00000-91110

Online Payment Agreement for Individuals and Businesses

5

Progress bar with two steps: Online Payment Agreement (checked) and Explanation (active).

The Office of Tax and Revenue is unable to complete your online request for a payment agreement for the following reason:

- Your liability is already included in an active payment plan

Please contact the Collections Division at (202) 724-5045 for further assistance.

Buttons: Cancel, Previous

5. If the Office of Tax and Revenue is unable to complete your online payment agreement request, you will receive an **Explanation**. For assistance please contact the Collections Division at (202) 724-5045.